

## MEETING of the POLICY AND FINANCE COMMITTEE

|                               |   |
|-------------------------------|---|
| Held on:                      | Tuesday 29 July 2025 at 6.15pm.<br>Room 6, Crispin Community Centre, Leigh Road, Street, BA16 0HA.  |
| Members Summoned and Present: | Members summoned and present:<br>Cllrs: Heidi Dalgano, Peter Goater, Bryan Knickerbocker, Terry Napper, Heather Shearer (Committee Vice-Chairman) and Nicola Smith. |
| Apologies:                    | Cllrs: Simon Carswell (Committee Chair) and Pam Birch   |
| Officers Present:             | Zoe Leach, Deputy Clerk and Responsible Financial Officer (RFO)   |
| In attendance:                | Members of the public 0   |

### PUBLIC QUESTION TIME

No members of the public were present

### MINUTES

25/26P&F.013 Apologies for absence

Apologies for absence were received from Councillors Simon Carswell and Pam Birch  
Apologies were noted. *LGA 1972 s85(1)*.

Cllr Shearer (Vice-Chair) chaired the Committee meeting in the absence of Cllr Carswell.

25/26P&F.014 Declarations of Interests and Grant of Dispensations

Councillors were reminded to make any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

*Declarations of interest were made by:*

Cllr Smith – Glastonbury & Street Chamber of Commerce and Greenbank Management Committee  
Cllr Goater and Shearer – Houndwood Community Group  
Cllr Napper – Neighbour of organisation submitting tender for parks/open spaces contract

25/26P&F.015 Confirmation of minutes

**RESOLVED** - the minutes of the Meeting of the Policy & Finance Committee held on 3 June 2025 were approved as a correct record and signed by the Chairman.  
(LGA 1972, Schedule 12, paragraph 41(1)).

25/26P&F.016 Reports

The RFO gave a verbal report on matters relating to the Policy and Finance Committee and updates/actions on behalf of the office. This included:

- Digital phone and broadband change from BT to Focus Group. Awaiting confirmation from Open Reach that Permission to Work form from landowner received.
- Local Government Pay Agreement reached for April 2025 to 31 March 2026. 3.2% increase.
- Return of Mind in Somerset Grant award due to cessation of project. Invoice sent. Await return of funds.

25/26P&F.017 Grant Awards

- i. The Policy & Finance Committee noted the grant reports received from organisations in receipt of grant funding.

| Organisation                    | Grant Amount Awarded   | Purpose of Grant  | Date Grant Awarded   |
|---------------------------------|--|---|--|
| Greenbank – three-month report. | £30,000.00(Payable in two instalments of £15,000 due April and Oct 2025) | To offer discounted season tickets to residents of Street. To help ensure the pool remains open to provide a facility for the health and wellbeing of Street residents. | FC 17.09.24<br>24/25FC.107<br>1 <sup>st</sup> instalment paid April 2025 (strategic grant) |
| Houndwood-Y/E Report 2024       | £600 (Paid Sept 2024)  | Towards insurance, newsletters, litter pick equipment, garden supplies and ecological projects  | P&F 27.08.24<br>24/25P&F.035iii (m)  |
| Strode Theatre                  | £30,000.00 (Paid April 2025)   | To subsidise the Theatre's offering   | FC 17.09.24<br>24/25FC.107   |

- ii. The Policy & Finance Committee noted the YMCA Brunel Group Street Youth Club quarterly report (Apr-Jun 2025) previously circulated to Members.

| Organisation | Grant Amount Awarded  | Date Awarded  | Report Received |
|--------------|---|---|-----------------|
| YMCA         | £32,000 (paid in quarterly instalments as per Service Level Agreement | April 2023-March 2026. Provision for the agreement to be extended for 2 years to March 2028 | 15.07.25        |

25/26P&F.018 Review Income and Expenditure Quarter 1

- i. Members noted Receipts and Payments Reports for all accounts for Quarter 1 period (previously circulated to Members)
- ii. Members received and noted a detailed Income and Expenditure by budget heading report at 30 June 2025 from the RFO on Income and Expenditure for the period April to June 2025. Members considered year to date spend against annual budget and variances. Members noted the following material variance:

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- a) Subscriptions and professional fees cost centre. Overspend of £3597.
  - Council resolved in March 2025 to pursue the appointment of Worknest for Health and Safety compliance support. Year 1 subscription, insurance and administration fee of £3561.
  - Significant increase to SALC affiliation fees in 2025/26 due to demands on its support services due to ongoing transformation of local government in Somerset.
- b) Income received to 30 June 2025: £858,949.00 (96.4% of budget) – to include Precept receipt, winter grant award for Library CLP utility bills, bank interest and CCLA investment dividends.  
Expenditure to 30 June 2025: £179,455 (20.5% of budget)

25/26P&F.019 Risk Registers. Bi-Annual Review

Members reviewed the Risk Registers for Street Parish Rooms, Street Skate Park, Merriman Park, Strode Road Allotments and the new addition of Street Market. The RFO provided an update on actions required to mitigate risks identified on the register. A Councillor raised concerns of pushchairs blocking exits doors from the library. *Deputy Clerk was not aware of the issue but will investigate with Library staff and take appropriate action and add to the Risk Register as appropriate.*

**RESOLVED** to approve the bi-annual review of Risk Registers for Street Parish Rooms, Street Skate Park, Merriman Park, Strode Road Allotments and Street Market. Next review due 27 January 2026 or as required.

25/26P&F.019 Information to raise for consideration at the next meeting

Scheduled items:

Consideration of Grant Applications 2025/2026

YMCA SLA extension

25/26P&F.020 Date of Next Meeting

An Ordinary Meeting will take place at 6.15pm on Monday 8<sup>th</sup> September in Room 6 Crispin Community Centre, Street.

There being no further business, the meeting was closed at 6.56pm.

Signed: \_\_\_\_\_